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MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Annual Recruiters Conference

1. We are planning to bring our recruiters in for the annual conference 8 - 11 September 1986. Among the items covered, we would like to bring them up-to-date with trends and developments in the various directorates, while at the same time reinforcing your most critical recruitment needs.

2. In this regard, I would like to extend an invitation to you, your deputy, or a designated senior officer from your staff to address the recruiters. We have reserved one hour and fifteen minutes, from 0900 - 1015 hours, on 11 September 1986 for your presentation allowing time for questions from the assembled recruiters. This activity will be held in Room 1E78, Headquarters.

25X1 3. I would appreciate it if could be advised by phone of who will be making the presentation so we can incorporate this information into our agenda. We will forward a copy of the conference agenda as soon as it is fully developed.

Robert W. Magee

Robert W. Magee

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